

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 14 January 1984

OP NOTICE NO. 20-83-7

14 July 1983

OFFICE OF PERSONNEL NOTICE

SUBJECT: Processing of Form 1152 "Request for Personnel Action" for
CIA Details to Other Government Agencies

REFERENCE: dated 21 May 1980

1. It is essential that the "Requests for Personnel Actions," (Form 1152) for CIA personnel detailed to other government agencies be processed in a timely fashion.

2. All Form 1152's affecting details out must be in Transactions and Records Branch/OP prior to the close of business each month for processing to ensure reporting on the monthly computerized detail report. Close of business computer cutoff dates for 1983 are as follows:

27 January 1983
24 February 1983
31 March 1983
28 April 1983
2 June 1983 (May)
30 June 1983
28 July 1983
1 September 1983 (August)
29 September 1983
27 October 1983
1 December 1983
29 December 1983

3. If you have any questions, contact Chief, Transactions and Records Branch,

✓ James N. Gierum
Director of Personnel

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